

CORRECTIONAL HEALTH SERVICES ADMINISTRATOR I

REVIEW OF JOB ANALYSIS BACKGROUND INFORMATION

Date of Study: May 15 – 18, 2006

Collective Bargaining Identification: S01

Job Analysis Conducted By: Cheryl L. Session
Selection Analyst
Selection Services Section

Number of Incumbents: There are 12 incumbents in this classification
per Department of Corrections and Rehabilitation
Filled/Vacant Position Report dated June 30, 2006

Names of the Subject Matter Expert(s) and their background:

Maureen Mahoney, Correctional Health Services Administrator II,
Ms. Mahoney worked as a Correctional Health Services Administrator I for 3 years.
She has worked for the Department for over 10 years.

Gail Martinez, Correctional Health Services Administrator II,
Ms. Martinez worked as a Correctional Health Services Administrator I for 2 years and
has worked for the Department for 12 years.

CORRECTIONAL HEALTH SERVICES ADMINISTRATOR II INFORMATION GATHERING

The Subject Matter Experts reviewed the existing job analysis for the Correctional Health Services Administrator classification, dated July 2002, to provide any necessary updates/changes. Minor changes were made to include language and title changes consistent with the Department's reorganization of July 1, 2005. In addition, Willingness Statements were added. Copies of the revised tasks and KSAs have replaced the old Tasks and KSAs; however, the original language has been maintained on disk in this binder marked Job Analysis July 2002.